

MILPERSMAN 1306-112

NAVPERS 1306/7 (REV. 1-03), ENLISTED PERSONNEL ACTION REQUEST

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2640

1. **Background.** NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request was devised and automated to provide a standard Navy-wide format for the submission of requests to cognizant Assignment Control Authorities (ACA). It is imperative that personal data, i.e., name, SSN, etc., be verified for accuracy.

2. **Submission of Requests.** Multiple requests on the same form are not allowed. All requests shall be processed and forwarded to the cognizant ACA by authorized command representatives.

a. **Transmission Method.** Requests to Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Center (EPMAC), or Navy Reserve Personnel Center (NRPC) can be submitted via <http://www.buperaccess.navy.mil/>, mail, or facsimile.

(1) BUPERS ACCESS provides pull-down menus to aid in submitting requests to the correct department and provides a copy to the submitting command. An electronic (on-line) submission provides personnel security and eliminates mailing or facsimile transmission of requests. The electronic submission is the preferred method of submission, except for "A" School requests, which must be submitted via hardcopy due to required documentation.

(2) Attachments for the electronic NAVPERS 1306/7 can be made after the "submit request" has occurred. The command point of contact (POC) line will be used by the system to generate a return copy of the text version. Once this has been received by the command, attachments can be scanned and forwarded with the request to the cognizant NAVPERSCOM assignment desk.

(3) If mailed or sent via facsimile, addresses, office codes, and facsimile numbers can be located in *PERSPECTIVE/LINK*, or online at <http://www.bupers.navy.mil>.

b. **Addressees.** Requests are to be sent directly to the following:

- (1) EPMAC for non-designated personnel.
- (2) NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010S) for "A" school requests (only hardcopies accepted).
- (3) NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403) for Submarine program volunteers.
- (4) NAVPERSCOM, Active/Reserve Enlisted Career Programs Division (PERS-811) for the Selective Training and Reenlistment (STAR), Selected Conversion and Reenlistment (SCORE), or Lateral Conversion Programs, whether the command endorsement is favorable or unfavorable.
- (5) NAVPERSCOM, Enlisted Retirement Branch (PERS 823) for High Year Tenure waivers.

3. **Resubmission of Requests.** Although resubmission is by no means discouraged, consideration should be given to the processing time required and the large volume of correspondence processed by each office. The possibility of a member's request being lost is an unfortunate reality. When a reasonable length of time (30 days from receipt date) has passed since original submission and no reply has been received, recommend contacting the responsible office prior to resubmitting the request.

4. **Cancellation of Requests.** To cancel a request, submit a new NAVPERS 1306/7 requesting cancellation. The request should provide specifics as the member may have more than one request on file (do not include new requests). This requirement is specifically intended to eliminate confusion with new desires and cancellation requests.

5. **Limitations of NAVPERS 1306/7 Usage.** Although the title "Enlisted Personnel Action Request" implies universal application for requests of any nature, in many cases the form is used incorrectly.

a. As a general guideline, the form is to be used to request any **program, school, reassignment or special duty** for which a particular requesting format is not already specified. (Some examples for which particular formats are specified are humanitarian assignment and reenlistment incentives.)

b. The most common misuse of NAVPERS 1306/7 is the **unsubstantiated request for reassignment**. Unless a member has sufficient justification to warrant reassignment prior to Projected Rotation Date, such desires are properly brought to the cognizant detailing authority's attention via NAVPERS 1306/63 (10/86), Enlisted Duty Preferences.

6. **Endorsement Considerations**. This article will not dictate the command's in-house process for submitting NAVPERS 1306/7s. Commands are responsible for prescreening members for program eligibility prior to endorsing the request. Requests submitted by the command's designated representative will be considered endorsed by the commanding officer unless otherwise indicated in the comments section. To prevent manning presumptions, endorsements should address acceptable gap, relief requirement, and waiver issues, as applicable. Unless otherwise held by factors contained in the command endorsement, detailers will attempt to fulfill the request for the period indicated in the "Requested Action" block.

7. **Additional Clerical Instructions**. To ensure a timely and correct response is afforded each request, the information contained therein must be complete, current, and verified for accuracy. The below items are a source of inordinate delay and may result in an inappropriate or delayed response:

a. **Invalid Points of Contact** address, incorrect phone numbers, and incorrect E-Mail addresses. These cause serious problems when the command cannot be contacted and missed opportunities occur.

b. **Request is submitted to the wrong department**. This severely impacts submissions that require deadlines. NAVPERSCOM, EPMAC, and NRPC are large organizations with many departments that handle various administrative tasks. Correct department information can be located via *PERSPECTIVE/LINK* and online sites (i.e., <http://www.bupers.navy.mil/>).

c. **Inaccurate personal data** (name, rate, SSN, etc.). Verification of the member's SSN is an absolute must as the Enlisted Master File searches by SSN vice name.